

GENERAL MANAGER FINANCIAL SERVICES

DISTINGUISHING FEATURES

The fundamental reason the Chief Financial Officer exists is to plan, direct and lead a team of professionals in the financial services area including, accounting, budgeting, purchasing, risk management, customer service, and tax audit. Contributes effectively to the organization's performance goals and strategies. This classification is a direct manager to the division heads of each department. Work is performed in accordance with statutory procedures and broad policies as prescribed by the City Manager's office, which holds the Chief Financial Officer responsible for the effectiveness of departmental programs. The Chief Financial Officer reports to the City Manager.

ESSENTIAL FUNCTIONS

Provides vision and leadership while directing the overall activities of programs in the Financial Services Department.

Establishes goals and objectives for the divisions within the department, manages resource needs, and communicates and manages organizational change.

Coordinates preparation of the annual financial plan, the Financial Services Department five-year facilities and operations plan, and the Comprehensive Annual Financial Report.

Works in close cooperation with other City management and officials to further the objectives of the City and department.

Supports and represents City Council and management policies and practices to the public and other City employees.

Interprets and implements City policies and administrative regulations. Makes recommendations to the City Manager and formulates new policies in response to Council direction.

Administers the City's Investment program to ensure the City receives the most profitable return on investment. Researches and reviews investment opportunities.

Represents the City at the Maricopa Association of Governments, League of Cities and Towns, and other regional organizations on policy and practice matters.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Principles and practices of public and fiscal administration.

Management practices and procedures.

Community organizations and their leaders.

Various negotiation styles and techniques.

Ability to:

Interpret City ordinances, rules and regulations, and make rational decisions in accordance with established policy.

Effectively communicate verbally and in writing with all levels of City staff, Council, and public.

Establish and maintain cooperative and effective working relationships with City officials, city departments, citizen groups, community leaders, businesses and the general public with widely diverse points of view.

Conduct research and analyze, interpret and report research findings and recommendations

Prepare clear and concise reports.

Be committed to quality and possess a shared commitment with the organization that focuses on continuous improvement.

Model City Values and manage within Values to guide effective organizational change and renewal.

Be an innovative leader that contributes effectively to the organization's performance goals and strategies.

Exercise excellent verbal, written, and interpersonal skills to develop, establish, evaluate, recommend, and implement departmental policies, goals, and objectives.

Be proficient in using a personal computer, a variety of computer software, and other equipment essential to performing daily activities.

Value diversity and promote shared responsibility, teamwork, systems integration, and acceptance of change.

Sit approximately 80%, walks approximately 15%, and stands approximately 5% of workday.

Comprehend and make inferences from written material and verbal and/or written instructions.

Operate a variety of standard office equipment, which require continuous and repetitive eye, arm or hand movement.

Maintain regular consistent attendance and punctuality.

Education & Experience

Any combination of education and experience equivalent to a Bachelor's degree in Business or Public Administration or a closely related field plus a minimum of ten years progressively responsible administrative and managerial experience as a Director or Division Manager in the area of financial, public, or business administration. A Master's degree is desirable.

FLSA Status: Exempt

HR Ordinance Status: Unclassified